

NRC FORM 114
(5-90)
NRCM 4108

U.S. NUCLEAR REGULATORY COMMISSION

CAREER OPPORTUNITY ANNOUNCEMENT

DO NOT REMOVE POSTING

AN EQUAL OPPORTUNITY EMPLOYER. CANDIDATES WILL BE CONSIDERED WITHOUT DISCRIMINATION FOR ANY NONMERIT REASON SUCH AS RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, MARITAL STATUS, PHYSICAL OR MENTAL HANDICAPS, AGE, OR MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.

POSITION TITLE Contract Specialist		ANNOUNCEMENT NUMBER 0044014	DATES: OPENING 07/31/00 CLOSING (Close of business) 08/18/00	EXPIRATION (For "Open Until Filled" vacancies remove posting on this date)
SERIES 1102	GRADE GG-12/13	KNOWN PROMOTION POTENTIAL TO 13	AREA OF CONSIDERATION NATIONWIDE <input checked="" type="checkbox"/> <input type="checkbox"/> WASHINGTON, DC COMMUTING AREA <input type="checkbox"/> REGION COMMUTING AREA <input type="checkbox"/> OTHER ADM-Wide Only <input checked="" type="checkbox"/>	
ORGANIZATION LOCATION Office of Administration, Division of Contracts and Property Management, Contract Management Branch #2			TYPE OF POSITION BARGAINING UNIT <input checked="" type="checkbox"/> <input type="checkbox"/> FULL-TIME <input checked="" type="checkbox"/> <input type="checkbox"/> PERMANENT APPOINTMENT <input checked="" type="checkbox"/> <input type="checkbox"/> INCUMBENT IS SUBJECT TO RANDOM DRUG TESTING <input type="checkbox"/> PART-TIME <input type="checkbox"/> TEMPORARY APPOINTMENT <input type="checkbox"/> NOT TO EXCEED	
DUTY LOCATION Rockville, MD		TRAVEL REQUIREMENTS Minimal	NAME OF IMMEDIATE SUPERVISOR Sharon D. Stewart	

APPLICATION INSTRUCTIONS: COMPLETE AND SUBMIT THE FOLLOWING TO THE ADDRESS SPECIFIED AT THE BOTTOM OF THIS PAGE. (Use the Vacancy Announcement Number in all correspondence.)

1. AN UPDATED SF71 PERSONAL QUALIFICATIONS STATEMENT OR APPLICATION FOR GOVERNMENT EMPLOYMENT OR RESUME
2. AN NRC FORM 115, VACANCY APPLICATION STATUS NOTICE (NRC applicants only);
3. A COPY OF YOUR CURRENT PERFORMANCE APPRAISAL OR A SIGNED STATEMENT THAT IT IS NOT AVAILABLE.
4. NRC APPLICANTS(ONLY); FOUR COPIES OF APPLICATION MATERIALS REQUESTED.
5. THE NRC IS A ZERO-TOLERANCE AGENCY WITH RESPECT TO ILLEGAL DRUG USE.
6. OTHER (Specify): **OF-312, Rating Factors**

NOTICE: APPLICATIONS MAY BE REFERRED TO THE RATING ENTITY A MINIMUM OF SIXTEEN (16) CALENDAR DAYS AFTER OPENING DATE

NONBARGAINING UNIT POSITIONS ONLY. CANDIDATES WHOSE PRESENT PROMOTION POTENTIAL DOES NOT EXCEED THE POTENTIAL OF THIS VACANCY MAY NOT BE SUBJECT TO RATING PROCEDURES AND MAY BE REFERRED DIRECTLY TO THE SELECTING OFFICIAL.

DUTIES OF POSITION (If this position is announced at multiple grade levels, these duties describe the full performance level; at lower grade levels the duties may vary slightly and will be performed under somewhat closer supervision.)

Incumbent is responsible for the negotiation and administration of agency contracts for a wide variety of specialized research, technical assistance, information technology, administration or management oriented projects and other supplies and services.

QUALIFICATIONS REQUIRED (If the position is announced at multiple grade levels, these qualifications describe the full performance level, unless otherwise specified. The position description, immediate supervisor, and/or NRC Manual chapter and Appendix 4108 can be consulted for more detailed qualification requirements and/or interpretation of qualifying experience.)

Candidates may meet the basic qualifications required by:

- (1) Having completed a 4-year course of study leading to a bachelor's degree, that included or was supplemented by at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics and industrial management.

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RATING FACTORS (Applicants are strongly encouraged to submit a statement addressing the Rating listed below.)

APPLICANTS MUST ADDRESS THE RATING FACTORS LISTED BELOW:

1. Demonstrated knowledge of the laws, executive orders, Federal Acquisition Regulations, and other applicable NRC policies and procedures governing Federal contracting and procurement.

(EXAMPLE: Describe specific work experience, training and developmental

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FOR ADDITIONAL INFORMATION CONTACT:

Jude Himmelberg EMail: JVH Mail Stop: T-2 D32 TELEPHONE AREA CODE NUMBER
301 415-6974

SEND APPLICATION MATERIALS TO:

<input checked="" type="checkbox"/> Human Resources Services & Operations Office of Human Resources U.S. Nuclear Regulatory Commission Washington, D.C. 20555	<input type="checkbox"/> Region I Personnel Officer U.S. Nuclear Regulatory Commission 475 Alleghale Road King of Prussia, PA 19406	<input type="checkbox"/> Region II Personnel Officer U.S. Nuclear Regulatory Commission 61 Forsyth Street, SW (23785) Atlanta, GA 30303	<input type="checkbox"/> Region III Personnel Officer U.S. Nuclear Regulatory Commission 801 Warrenville Road Lisle, IL 60532	<input type="checkbox"/> Region IV Personnel Officer U.S. Nuclear Regulatory Commission 611 Ryan Plaza Drive, Suite 400 Arlington, TX 76011
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QUALIFICATIONS REQUIRED - CONTINUED

OR

(2) Having certification by the agency's senior procurement executive that the applicant possesses significant potential for advancement to levels of greater responsibility and authority, based on demonstrated analytical and decision making capabilities, job performance, and qualifying experience.

The agency Senior Procurement Executive may waive any or all of the requirements in paragraphs (1) and (2) above by certifying that the applicant possesses significant potential for advancement to levels of greater responsibility and authority, based on demonstrated analytical and decision making capabilities, job performance, and qualifying experience.

ALL CANDIDATES must have at least four years experience in contracting or related positions which included at least one year of specialized experience at the next lower grade level or equivalent.

Specialized experience is progressively responsible experience performing contract negotiation and administration functions. This experience must demonstrate thorough knowledge of the principles and techniques of contracting procurement, and of the laws, executive orders, regulations, policies and procedures pertaining to Federal procurement activities.

RATING FACTORS - CONTINUED

assignments which demonstrate your knowledge of and ability to interpret the laws, executive orders, and Federal and NRC procurement regulations and policies governing contracting and procurement. Describe how you have applied these regulations and for what purposes.)

2. Demonstrated knowledge of the principles and techniques of contracting.

(EXAMPLE: Describe specific work experience, training, and developmental assignments which have provided you with working knowledge of the principles and techniques of Federal contracting and procurement. Describe the types, scope, dollar value and complexity of procurement activities you have participated in. Specify streamlining initiatives you have utilized. What was your role?)

3. Demonstrated ability to negotiate favorable contract terms and conditions for the government with contractor representatives.

(EXAMPLE: Describe specific work experience, training, and developmental

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RATING FACTORS - CONTINUED

assignments which demonstrate your ability to participate in negotiations with contractor representatives. Describe instances which required you to use tact, diplomacy, and negotiation skills to successfully reach mutual agreement on contract provisions. Provide specific examples and accomplishments.)

4. Demonstrated ability to communicate effectively, both orally and in writing.

(EXAMPLE: Describe specific experience, training and accomplishments which demonstrate your ability to communicate information, both orally and in writing. Describe the various types and levels of individuals you communicate with. What kind of information was provided and for what purposes? Describe the type of original writing you routinely generate, i.e., memoranda, letters, reports. What were your most challenging or difficult writing assignments? Specify the reasons why.)

NOTE: Breadth, recency, and length of experience in the field; training, awards, and commendations, past and current performance; and community or outside professional activities will be considered as they relate to each ability of candidates.

REASONABLE ACCOMODATIONS WILL BE MADE FOR QUALIFIED APPLICANTS OR EMPLOYEES WITH DISABILITIES, EXCEPT WHEN DOING SO WOULD POSE AN UNDUE HARDSHIP ON THE EMPLOYING AGENCY.

EXECUTIVE AGENCIES ARE PROHIBITED FROM ACCEPTING OR CONSIDERING APPLICANTS FOR COMPETITIVE APPOINTMENTS OR POSITIONS BASED ON POLITICAL RECOMMENDATIONS FROM MEMBERS OF CONGRESS, CONGRESSIONAL EMPLOYEES, ELECTED STATE OR LOCAL GOVERNMENT OFFICIALS, AND POLITICAL PARTY OFFICIALS. SUCH OFFICIALS MAY ONLY SUPPLY STATEMENTS REGARDING THE CHARACTER AND RESIDENCE OF THE APPLICANT.